



Jim Jones
Director

County of Los Angeles INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue
Los Angeles, California 90063

"To enrich lives through effective and caring service"

Telephone: (323) 267-2101
FAX: (323) 264-7135

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To: Each Supervisor

From: Jim Jones
Director 

Subject: **NEW OPERATING HOURS FOR VEHICLE SERVICES AT
KENNETH HAHN HALL OF ADMINISTRATION**

Effective September 2, 2014, ISD's automotive garage located at the Kenneth Hahn Hall of Administration will revise its operating hours. The new operating hours will be from 6:00 a.m. to 6:00 p.m.

Should a vehicle need to be returned or picked-up after hours, please notify garage staff at (213) 974-9465, prior to the 6:00 p.m. closing time. The following arrangements can be made available:

Late motorpool returns

Insert key into return slot on the office door

After hour vehicle pick-up

Key will be made available from the Service
Express 24 Hour Drop Box with pin code

After hours assistance can be available by calling the garage office phone (above).

ISD staff will be on hand until 8:00 p.m. during August to assist customer departments with the transition.

Please feel free to contact me should you have any questions. Additionally, your staff may contact Marie Nunez at (323) 267-2492 or mnunez@isd.lacounty.gov.

JJ:MN

c: Department Heads
Board of Supervisors Executive Office
ISD Board Deputies